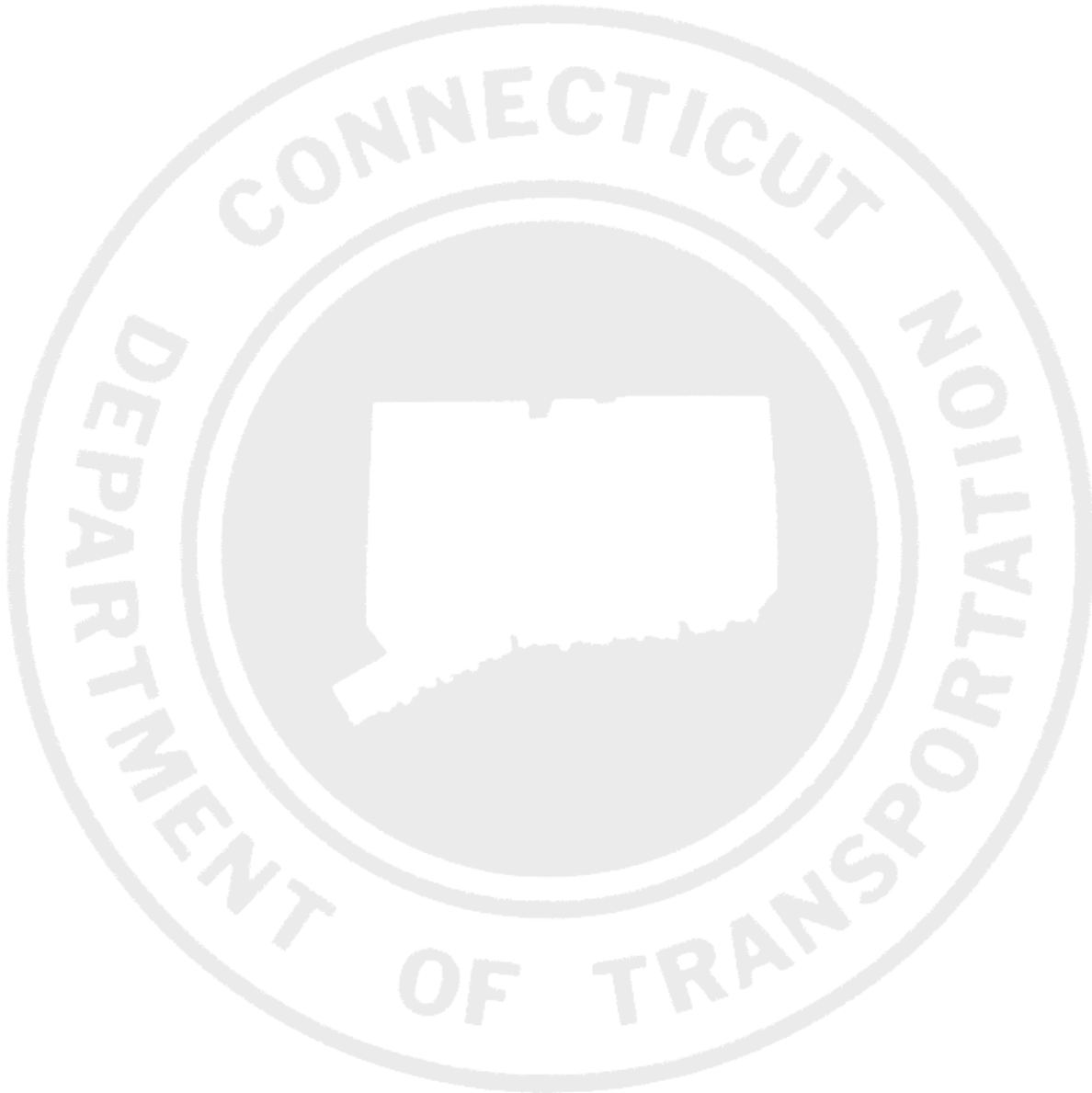


Preparing a For Information Only Subset



By

The Office of Architectural, Engineering and Construction Applications

Table of Contents

SECTION 1	PREPARING A FOR INFORMATION ONLY SUBSET	3
------------------	------------------------------------------------------	----------

Section 1 Preparing a For Information Only Subset

1. Open Bluebeam
2. The first time you create a For Information Only subset you need to change the template folder in Bluebeam. To do this click on the arrow next to the New Icon and select change stamp folder. Then browse out to the following path and click select folder:

CTDOT Engineers: X:\V8_Admin\Bluebeam Resources\Document Templates

Consultant Engineers: Download the Templates here and save to a folder on your computer
you can browse to: [Bluebeam Document Templates](#)

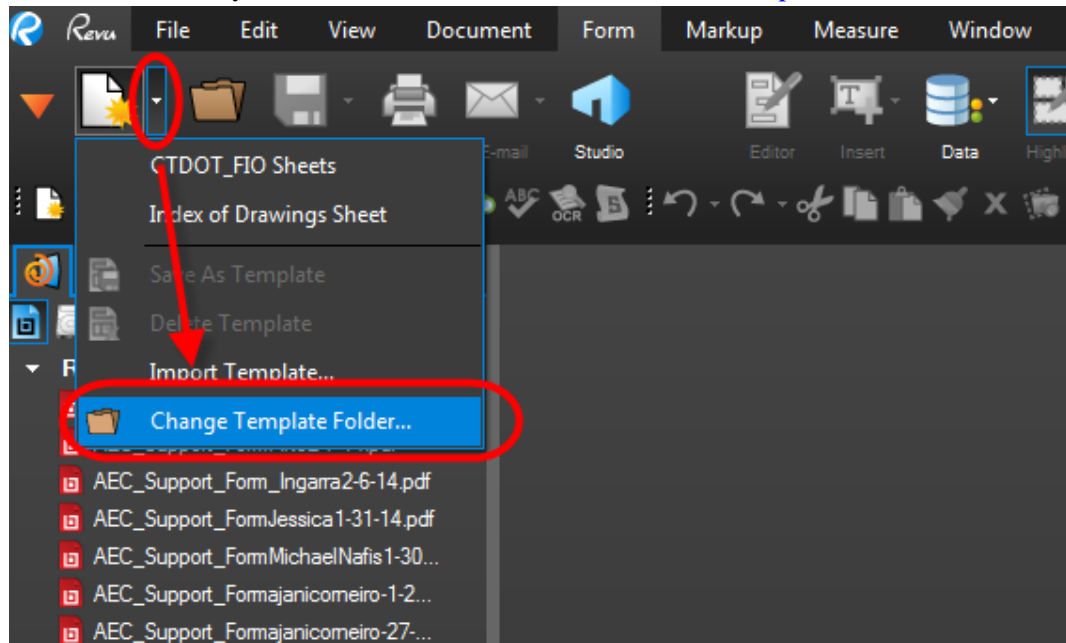


Figure 1 - Changing Template Folder

3. Next click on the new Icon and select the Index of Drawings template and click OK.

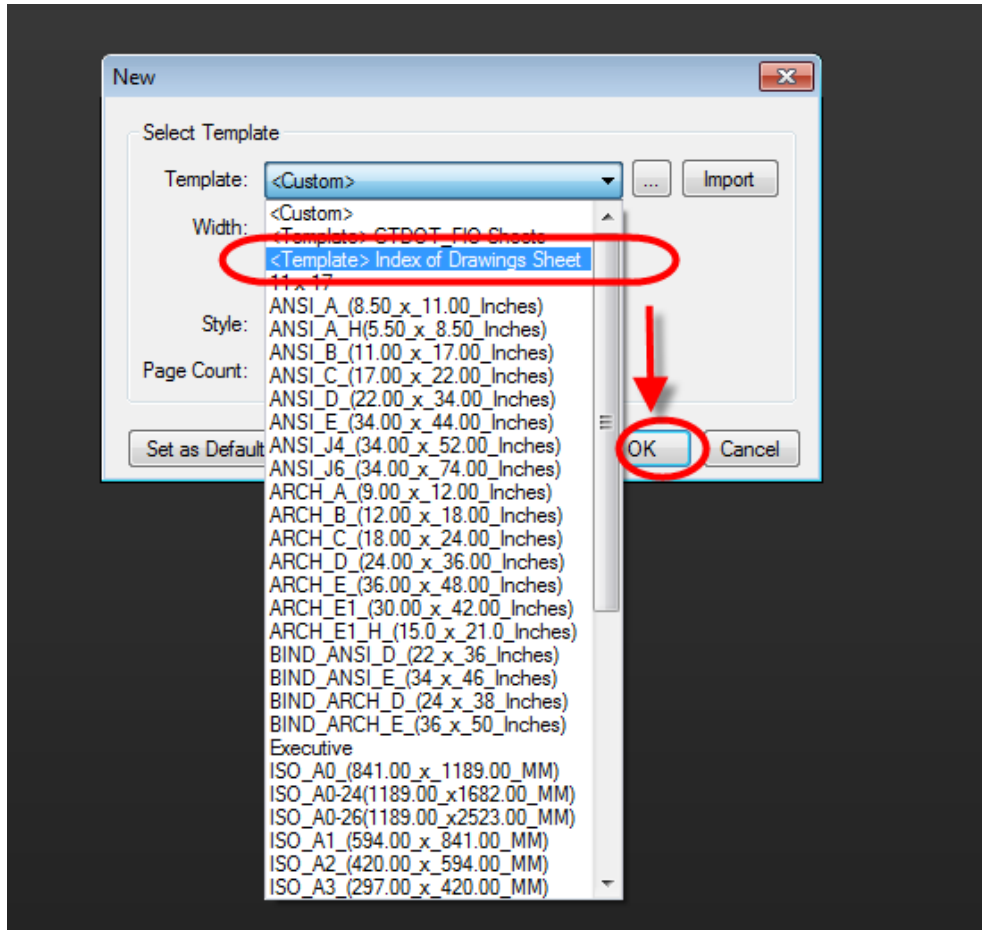


Figure 2 - Index of Drawing Template

4. Next right click on the thumbnail as shown below and select insert blank pages:

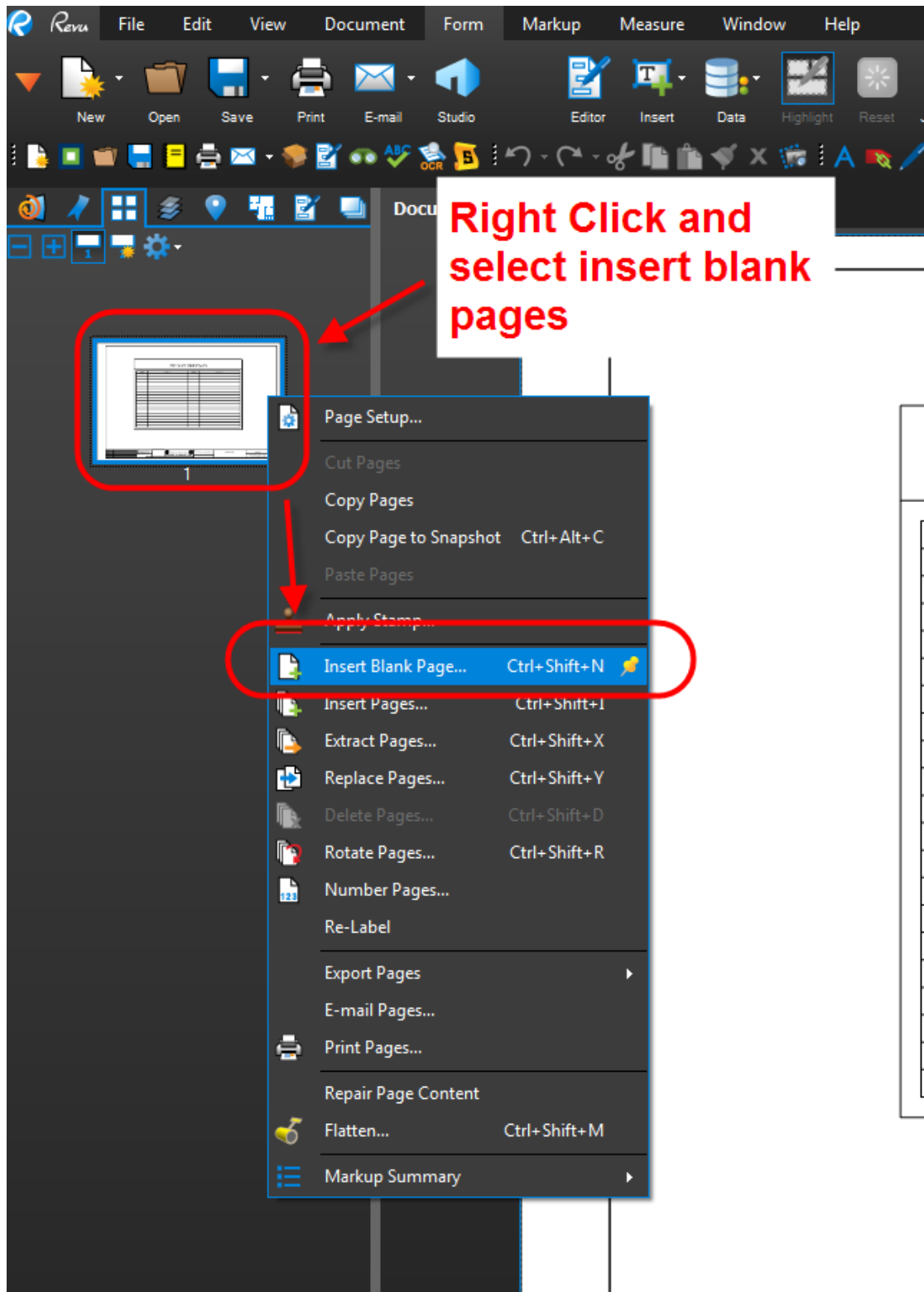


Figure 3 - Inserting Blank Pages

5. Select the CTDOT_FIO_Sheets Template and select how many pages you need to add for the FIO subset.

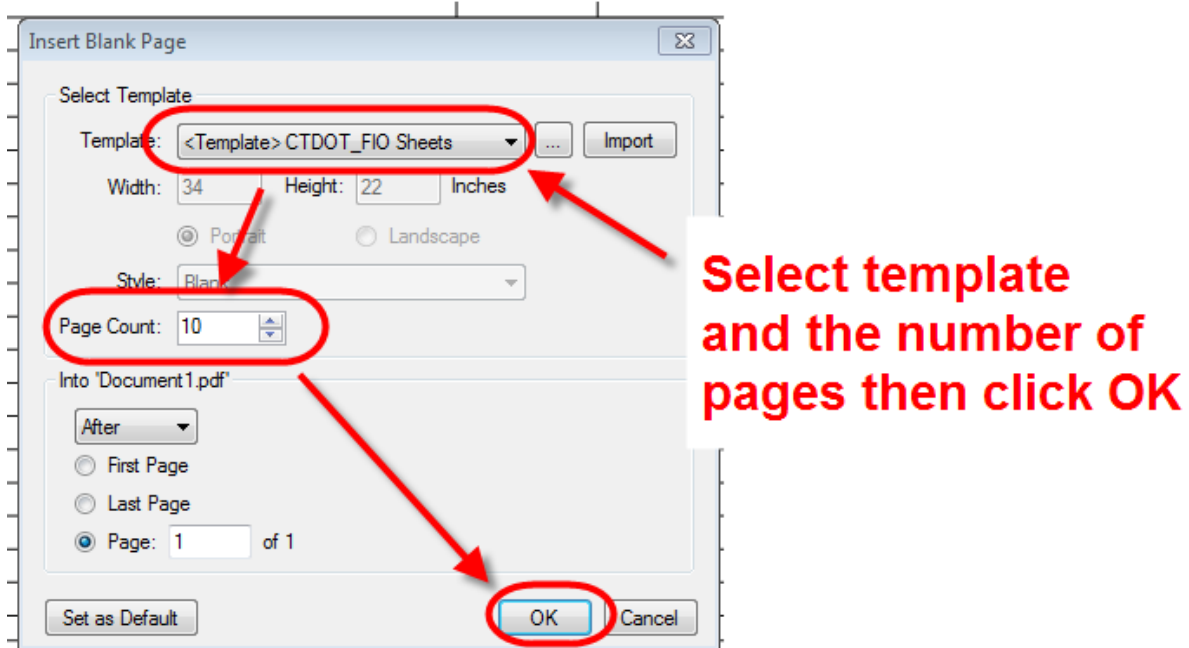


Figure 4 - Inserting FIO Sheets

Now you have a subset with an index of drawings and blank FIO Sheets.

Connecticut Department of Transportation Preparing a For Information Only Subset

- Next open up the PDF of the FIO sheets that you need to add to the FIO subset.
- Copy the sheet that you need using the snapshot tool. The snapshot tool will copy the sheet to the computers clipboard so you can paste it into the blank FIO Subset.

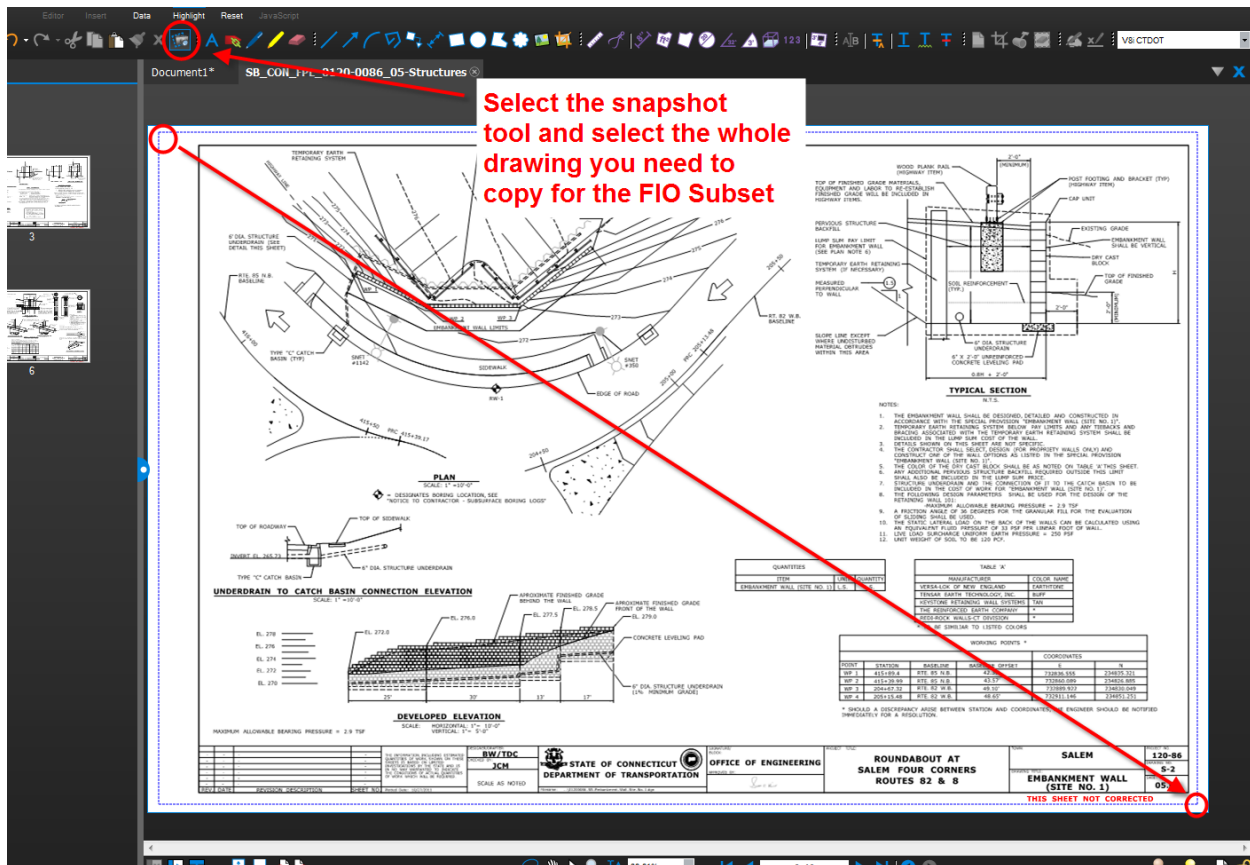


Figure 5 - Copying the FIO Sheets

- Then paste the sheet onto a blank sheet in the FIO Subset and resize the sheet so it looks like the following:

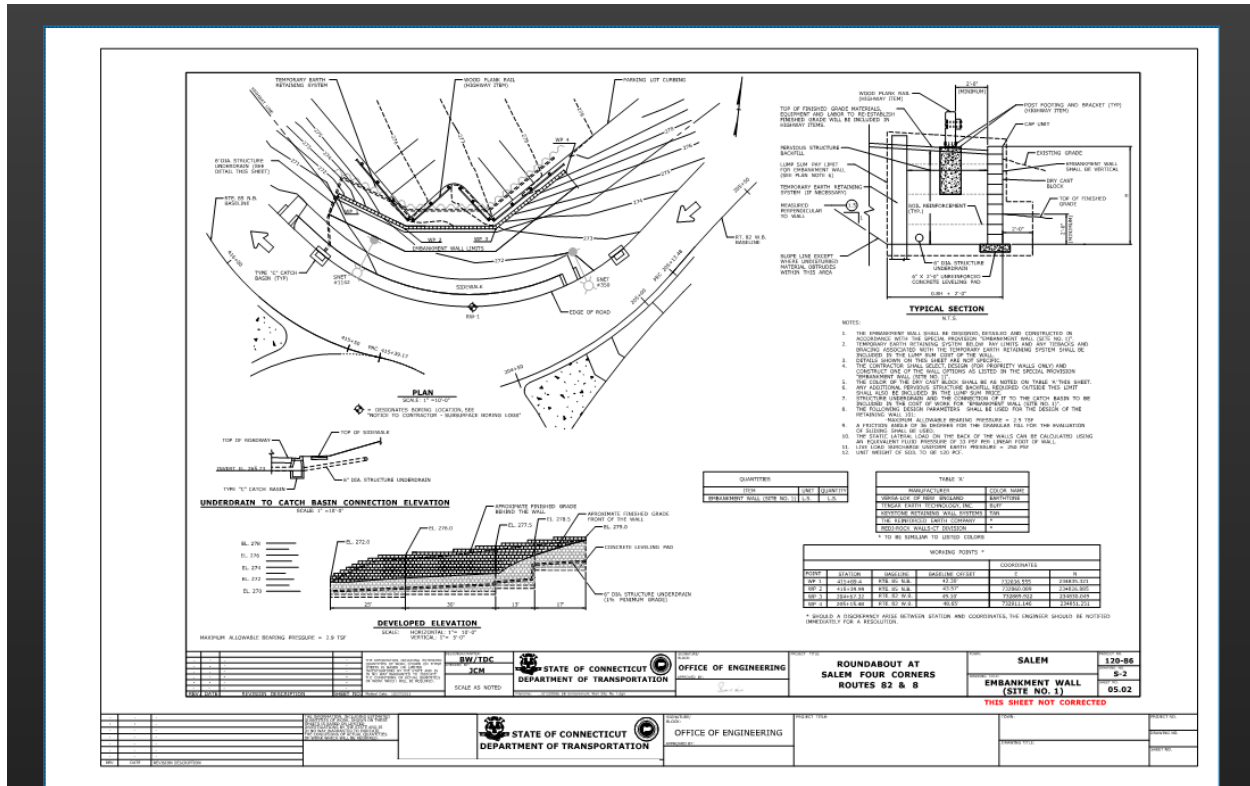


Figure 6 - Copying FIO Sheets into the FIO Subset

- After all the sheets have been done, the index of drawings table and border information must be updated. Update all the comments on the index sheet with the correct information.

Update the border information on the index sheet.

ICE OF ENGINEERING Y:	PROJECT TITLE: BRIDGE REPLACEMENTS BRIDGE NO. 01532 AND 01784	TOWN: SEYMOUR AND DERBY	PROJECT NO. 012-035
	DRAWING TITLE: FOR INFORMATION ONLY		DRAWING NO.
			SHEET NO.

FOR INFORMATION ONLY

Figure 7 - Update the Border Information on the Index Sheet

10. Next apply the border information and “For Information only” to all pages by selecting all the comments and then right clicking and select apply to all pages.

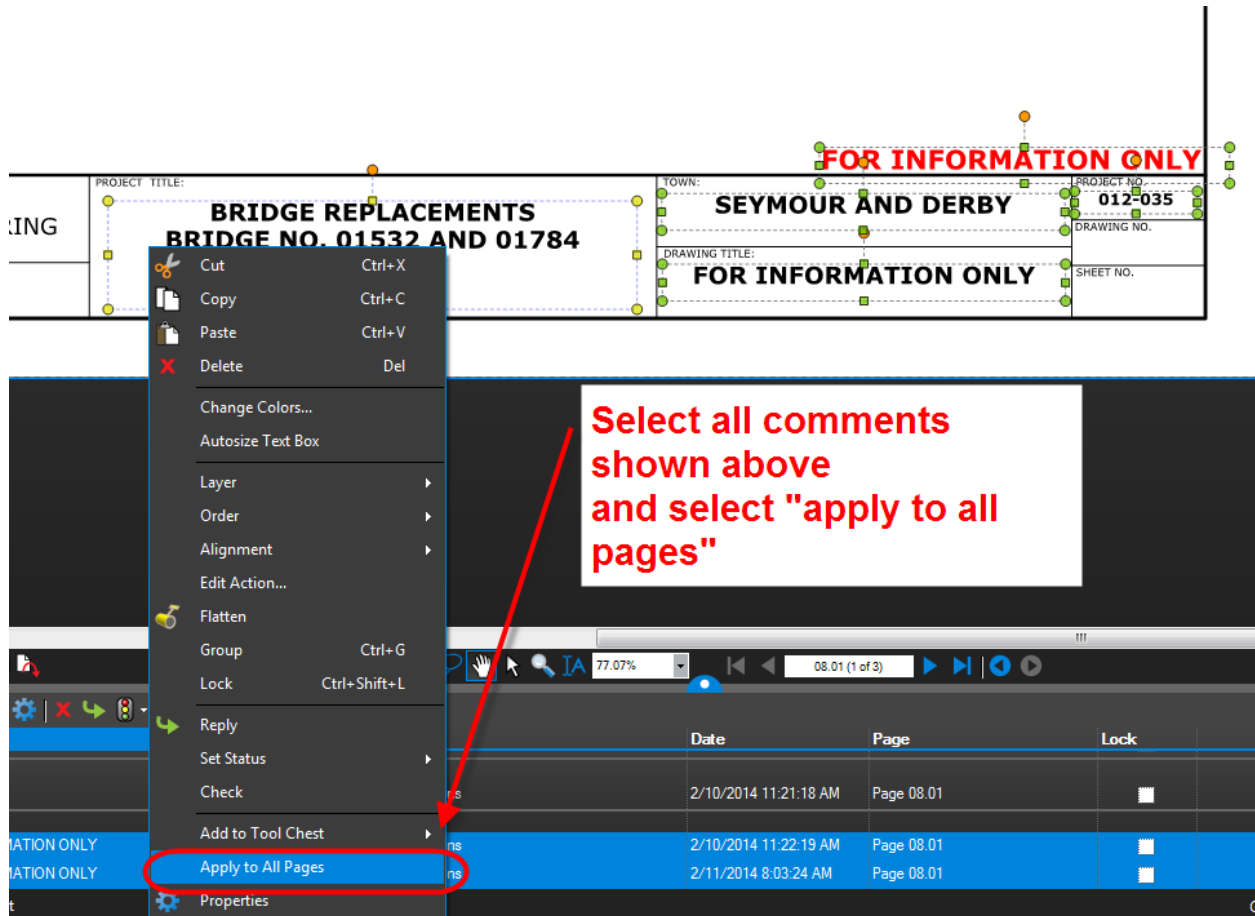


Figure 8 - Applying Border Information to all Pages

11. Next flatten all the comments using the flatten tool:

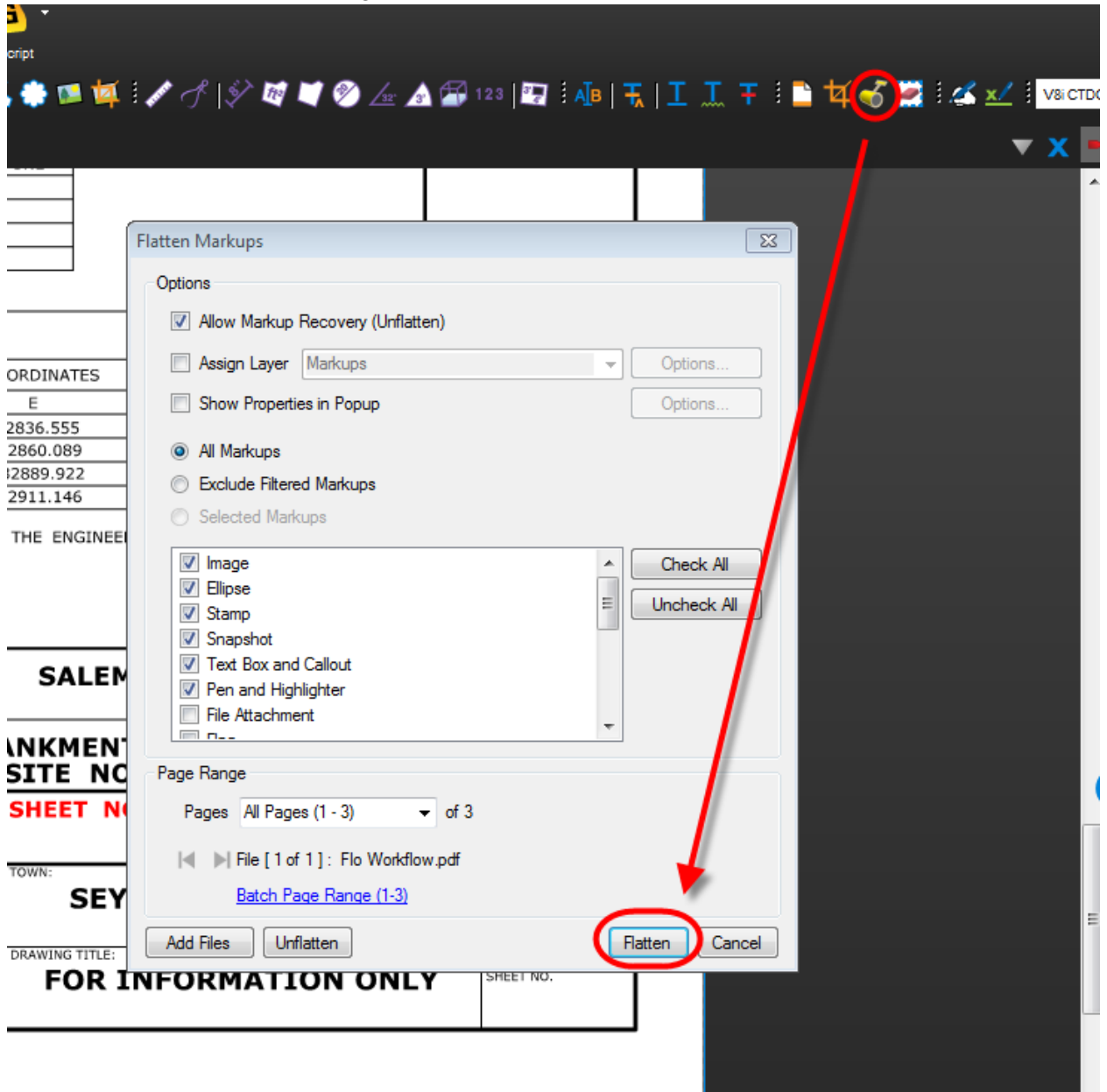


Figure 9 - Flatten Markups

12. Next we will add the Drawing No. using the header footer tool. Make sure to save your settings before you click OK so you will not have to set the font, margins, and footer information every time:

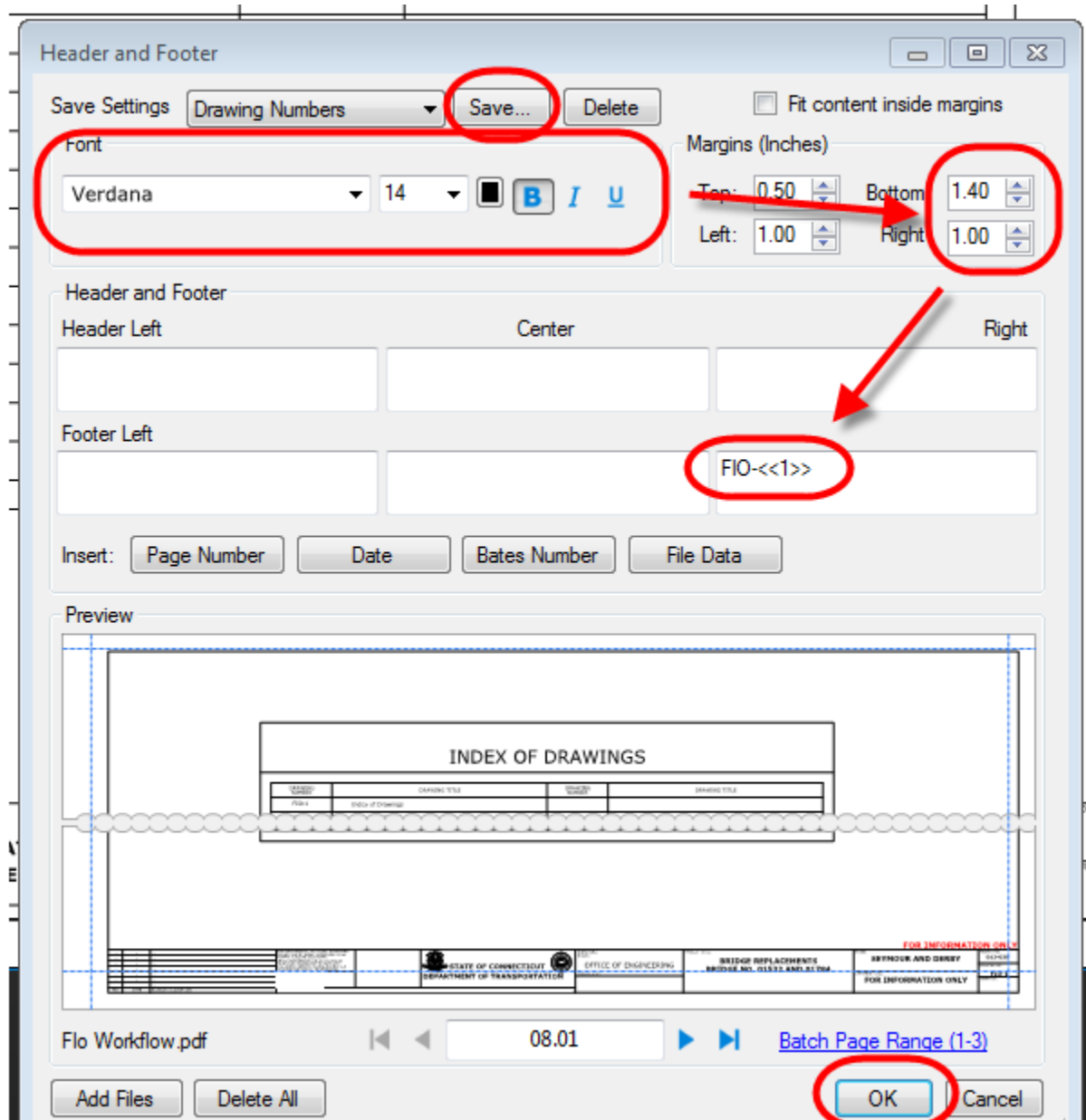


Figure 10 - Applying Drawing Numbers

13. Next we will add the sheet numbers by numbering the pages in the thumbnail view and then applying the sheet numbers using the header footer tool: This shall be done in accordance with the [Digital Project Development Manual](#).

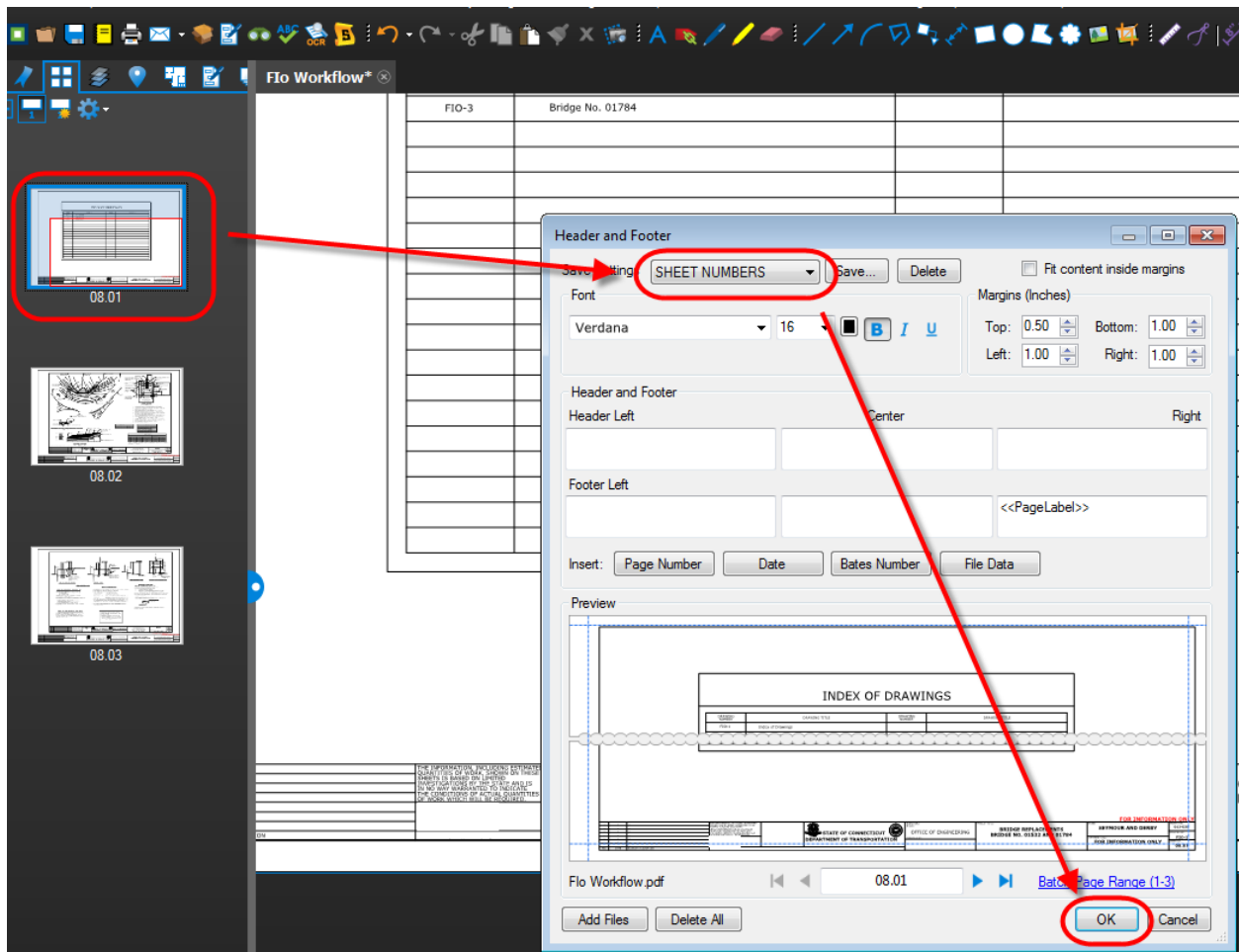


Figure 11 - Applying Sheet Numbers